NOV 0 2 1999

MEMORANDUM FOR DISTRIBUTION

Subj: DON POLICY ON DIGITAL LOGISTICS TECHNICAL DATA

Ref: (a) DEPSECDEF memo of 2 Jul 97
        (b) USD(A&T) memo of 21 May 97 w/Addendum of 29 Jul 97
        (c) USD(A&T) memo of 15 Jul 97
        (d) DOD Regulation 5000.2-R
        (e) SECNAVINST 5000.2B
        (f) DISA DIICOE, Ver 3.1, Baseline Specifications, of
            29 Apr 97
        (g) DOD JTA, Ver 2.0 of 26 May 98
        (h) DON ITSG, Ver 99-1, of 5 Apr 99

Encl: (1) Guidance on Acquisition and Conversion of Logistics
            Technical Data to Digital Form of 21 Jul 99

     The Department of the Navy (DON) must conduct business in
an efficient and cost effective manner. The cost of processes
and infrastructure associated with the life-cycle management of
hard copy (paper and film) technical data is expensive. New
business practices that use digital technical data have
demonstrated both cost savings and process improvements.
References (a) through (c) established the requirement to build
an integrated digital operating environment for all acquisition
management and life-cycle support activities by the end of 2002
for all of the Department of Defense.

     To achieve the goal of an integrated digital data
environment for DON, Program Executive Officers, Direct
Reporting Program Managers, and Systems Command Commanders must:

        a.   require, plan, and provide for the delivery of, or
on-line access to, logistics technical data in digital form;

        b.   convert existing hard copy logistics technical
data to digital form consistent with the DON use of standards
when a business case analysis supports the conversion as cost
effective;

        c.   establish an integrated digital data environment
that will directly support our acquisition management and life-
cycle logistics support processes and interfaces to the DON

information infrastructure supporting acquisition, engineering, and business with an emphasis on total ownership cost (TOC);

      d. provide for appropriate protection of classified, sensitive, and unclassified digital data;

      e. apply appropriate business and process analyses to digital improvements to capture life-cycle savings.

DON will acquire all new digital logistics technical data in accordance with paragraph 3.3.5.5 of reference (d) and paragraph 3.3.4.5 of reference (e). DON will convert hard copy paper and film (legacy) technical documents to digital formats that comply with standards specified in enclosure (1) when conversion is cost-effective. Enclosure (1) provides specific guidance on acquisition and conversion of logistics technical data to digital form.

Management, access, and distribution of digital data will be accomplished using infrastructure and tools compliant with the Defense Information Infrastructure (DII) Common Operating Environment (COE), reference (f), the DOD Joint Technical Architecture (JTA), reference (g), and the DON Information Technology Standards Guidance (ITSG), reference (h).

Programs and activities that already possess pre-existing digital data, or are currently under contract for digital data, that differ from that specified herein and in enclosure (1) are not required to convert to new formats.
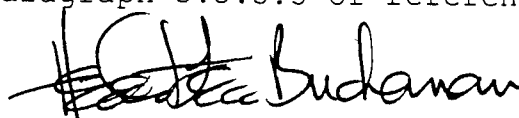
DON will continue to participate on government and industry digital data standards committees to advocate Navy requirements and capitalize on new and cost effective data standardization procedures.

The latest revisions of all references are to be assumed unless otherwise stated.

This policy is effective immediately.

Subj: DON POLICY ON DIGITAL LOGISTICS TECHNICAL DATA

Programs should be prepared to provide status of compliance with this policy when describing the extent of implementation of IDE requirements specified in paragraph 3.3.5.5 of reference (d).

H. Lee Buchanan

Distribution:
SNDL A1J (Assistant Secretary of the Navy RDA)
    A2A (Department of the Navy Staff Offices)
       (CNR, only)
    A3 (Chief of Naval Operations) (N1, N3/N5, N43,
       N7, N8, only)
    D3A (International Programs Office)
    FKA1A (Commander, Naval Air Systems Command)
    FKA1B (Commander, Space and Naval Warfare Systems
       Command)
    FKA1C (Commander, Naval Facilities Engineering
       Command)
    FKA1F (Commander, Naval Supply Systems Command)
    FKA1G (Commander, Naval Sea Systems Command)
    FKA8F (Director, Strategic Systems Programs)
    FN1 (Commander, Naval Space Command)
    V12 (Combat Development Command, Marine Corps)
    V28 (Systems Command, Marine Corps)
    26F3 (Operational Test and Evaluation Force)
    41A (Commander, Military Sealift Command)
       (Washington DC, only)
    PEO(ARBS)
    PEO(JSF)
    DRPM(ADV TECH)
    Director, MCOTEA

Copy to:
SNDL A1F (Assistant Secretary of the Navy FMC)
    A1G (Assistant Secretary of the Navy IE)
    A1H (Assistant Secretary of the Navy MRA)
    A1K (General Counsel of the Navy)(AGC RDA, only)
    A2A (Department of the Navy Staff Offices)
       (OPA, only)

3

Subj: DON POLICY ON DIGITAL LOGISTICS TECHNICAL DATA

Copy to: (cont.)

SNDL   A3   (Chief of Naval Operations) (N00, N4, N6, N091, only)

A6   (Commandant, U.S. Marine Corps) (MC-L, LPS-1, only)

B1B   (Offices of the Secretary of Defense) (DUSD(A&T)(AR), only)

B2A   (Special Agencies, Staffs, Boards and Committees) (DSMC, only)

FKP1E   (Commander, Naval Undersea Warfare Center Division) (Newport, only)

FKP4   (Commander, Naval Surface Warfare Center) (Washington DC) (less FKP4A, FKP4E)

FKP4A   (Coastal Systems Station Dahlgren Division (NCSC-7112)

FKP4E   (Commander, Surface Warfare Center Divisions (Dahlgren Div NSWC-D1, Port Hueneme, Carderock Div, only)

FKP7   (Naval Shipyard)

FKP8   (Shipbuilding, Conversion and Repair, USN

FKP16   (Ship Systems Engineering Station)

FKP18   (NAVSEAADSA)

FKR   (Shore Activities under the Command of COMNAVAIRSYSCOM as delegated by the CNO) (less FKR6A, FKR6B)

FKR6A   (Air Warfare Center Aircraft and Training Systems Division) (NAVAIRWARCENACDIV, Patuxent River, only)

FKR6B   (Air Warfare Center Weapons Division) (China Lake NWC-2152, only)

V12   (Combat Development Command, Marine Corps)

V23   (Logistics Base, Marine Corps) (CG MCLB, Albany GA, only)

CSEs   (MARCOR, NAVAIR, NAVFAC, NAVSEA, NAVSUP, SPAWAR, SSP)

DCMC